

**APPENDIX D:**  
**COUNTY OF LOS ANGELES PUBLIC LIBRARY**  
**COLLECTION POLICIES**

# **COUNTY OF LOS ANGELES PUBLIC LIBRARY**

## **COLLECTION DEVELOPMENT SERVICES**

### **COLLECTION POLICIES**

This attachment contains the policies governing the development of the County Library's materials collection. Included are the following items:

**Materials Collection Mission**

This is the Library's basic collection philosophy.

**Materials Collection Vision Statement**

The Vision Statement expands on the Collection Mission.

**Collection Development Goals Statement**

This statement includes the Library's goals for its collection.

**Materials Selection Policy**

This policy outlines the County Library's methods and criteria for the selection of materials for its collection.

**Library Bill of Rights**

The American Library Association's Library Bill of Rights underlies the County Library's collection policies.

Shelley Ekeroth  
Collection Development Coordinator

December, 2003

# **COUNTY OF LOS ANGELES PUBLIC LIBRARY COLLECTION DEVELOPMENT SERVICES**

## **Materials Collection Mission**

The County of Los Angeles  
Public Library  
materials collection  
reflects the needs of  
local communities and  
supports lifelong learning by  
offering broad and relevant  
collections to meet the  
informational, educational, and  
recreational interests of  
a highly diverse public.

# **COUNTY OF LOS ANGELES PUBLIC LIBRARY**

## **Materials Collection Vision Statement**

The County of Los Angeles Public Library is a network of community-focused libraries with strong, well-developed, accessible, decentralized collections of diverse materials. Staff at community libraries build and maintain collections relevant to the needs of local customers, while the library as a whole offers an in-depth and comprehensive subject collection. The collection incorporates emerging formats and innovative means of information delivery.

The County Library, through its collections, services and staff, supports lifelong learning and enhances the quality of life of the communities served. Library users will find a broad and relevant collection reflecting their varied informational, educational, professional, recreational, and cultural needs. The materials collection is responsive to customer demand, providing current works as well as those with enduring value. The collection reflects the ethnic diversity of the population, social trends, and the changing developmental needs of young people.

The County Library distributes materials through the community libraries to provide better access to all. To expand the quality and depth of materials available to all customers, the entire collection is enhanced by special collections and resource centers. The collection is brought together through a shared online public access catalog, an effective delivery service, and knowledgeable and expert staff.

The materials collection is the library's primary resource for delivering excellent customer service. A strong, well-funded collection, supported by a flexible infrastructure, is a vital part of the library's mission to satisfy the public's need to know. A broad and relevant collection is at the heart of the County of Los Angeles Public Library and goes hand-in hand with excellent customer service.

## **COUNTY OF LOS ANGELES PUBLIC LIBRARY COLLECTION DEVELOPMENT SERVICES**

### **Collection Development Goals Statement**

By allocating a budget that ensures the growth and continued development of the materials collection, the County of Los Angeles Public Library will:

- Build strong, accessible, decentralized collections in a variety of formats that reflect the needs and interests of the local communities.
- Provide a wide range of materials of interest to customers of all socio-economic backgrounds and of all ages and educational needs.
- Develop a collection that reflects the cultural, linguistic, and ethnic diversity of Southern California.
- Offer a balance of viewpoints in a collection that is both current and provides historical perspective.
- Maintain and develop specialized collections and resource centers that enhance the depth and quality of the overall collection of all libraries.
- Offer information resources available in a variety of current and emerging formats.

In order to enhance customer access to the materials collection, the County of Los Angeles Public Library will:

- Strengthen its collection through networking and resource sharing among County of Los Angeles Public libraries as well as with other library jurisdictions.
- Ensure efficient and timely delivery of materials and information to meet customers' needs.
- Evaluate and incorporate emerging technology that enhances and expands resources available to the staff and the public.
- Provide an effective framework, including technical staff, training and equipment, to support the daily operations of the County Library's collection development program.
- Maintain a coordinated and integrated collection development program, while providing training and support for staff to develop collection and reference expertise.
- Maintain an ongoing program of collection management through regular maintenance of the collection and preservation of materials.

## **COUNTY OF LOS ANGELES PUBLIC LIBRARY COLLECTION DEVELOPMENT SERVICES**

### **MATERIALS SELECTION POLICY**

The County of Los Angeles Public Library serves one of the nation's most culturally, economically and socially diverse regions. The Library selects materials which best serve the needs of its varied and complex public.

The Library makes available a broad and relevant collection for information, education and recreation, in formats that include over 9,000,000 books, magazines, videos, cassettes, compact discs, and electronic materials.

The Library makes a positive effort to provide materials of interest to people of differing ages, ethnic groups and lifestyles, in English and other languages.

The Library affirms the public's right of access to a broad spectrum of reading, listening and viewing materials. In compliance with the American Library Association's Library Bill of Rights, the Library makes available sound factual data and honest opinion representing all points of view on topics of public interest and importance.

#### **METHOD**

The County of Los Angeles Public Library selects materials based on recommendations from the public, reviews in the media, examination materials from publishers, and the subject knowledge and expertise of library staff.

Librarians select materials for each community based on their knowledge of the diverse needs of their customers and the local library's collection. Resource centers and special collections enhance the Library's ability to provide information.

No materials are excluded or removed from the Library on the basis of the author's race, nationality, or political, social, or religious beliefs. Materials dealing with controversial views are judged as entire works, not on isolated passages or sections.

The Library selects materials that are pertinent, representative of divergent needs, and responsive to customer demand. The Library provides current materials as well as standard authors, titles and subjects.

## **MATERIALS SELECTION POLICY**

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### **CRITERIA**

The County Library staff considers these and other factors in selecting materials:

- Accuracy and impartiality
- Appropriateness for age
- Availability of the subject in the Library
- Cost
- Currency of information
- Inclusion in standard bibliographies or indexes
- Permanent value as a standard work
- Physical durability, attractiveness and technical merit of the format
- Popular interest or demand
- Quality of organization, readability and style
- Relevance
- Reputation of the author, publisher or producer
- Social significance
- Uniqueness or special features

### **FORMATS**

The Library purchases many types of materials including:

- Books
- Magazines and Newspapers
- Compact Discs
- Audiobooks
- Videos
- DVDs
- Software
- Electronic Materials
- Microforms
- Pamphlets and Maps

December, 2003

## **COUNTY OF LOS ANGELES PUBLIC LIBRARY COLLECTION DEVELOPMENT SERVICES**

### **LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**APPENDIX E:**  
**COUNTY OF LOS ANGELES PUBLIC LIBRARY**  
**ELECTRONIC DATABASE SUBSCRIPTION LIST**

**COUNTY OF LOS ANGELES ELECTRONIC DATABASE SUBSCRIPTION LIST**  
**Public Access in Community Libraries**

Subject	Description	Vendor
Art, Humanities, Literature	Literature Resource Center w/ Scribner Writers & Twayne Authors	Gale
Biography	Biography Resource Center	Gale
Biography	Wilson Biography Index	H.W. Wilson
Genealogy	Heritage Quest	Proquest Info
General Reference	Britannica Student Encyclopedia	Britannica
General Reference	Encyclopedia Britannica School Edition	Britannica
General Reference	Famous First Facts	H.W. Wilson
General Reference	General Reference Center Gold	Gale
General Reference	Opposing Viewpoints	Gale
Government Publications	Government Publications Index (Impact/ACCESS)	Autographics
Health/Medicine	Health & Wellness Center Academic	Gale
Health/Medicine	Health & Wellness Resource Center & Alternate Health	Gale
Health/Medicine	Health Reference	Gale
Kids	Britannica Elementary Encyclopedia	Britannica
Kids	InfoTrac Junior Edition (Middle School)	Gale
Kids	InfoTrac Kid's Edition (K-6)	Gale
Kids	Kids Infobits	Gale
Magazines & Newspapers	Business Periodicals Index	Proquest Info
Magazines & Newspapers	Ethnic Newswatch	Proquest Info
Magazines & Newspapers	Informe! (Spanish Language)	Gale

**COUNTY OF LOS ANGELES ELECTRONIC DATABASE SUBSCRIPTION LIST**  
**Public Access in Community Libraries**

Subject	Description	Vendor
Magazines & Newspapers	InfoTrac Full Text Newspaper Collection	Gale
Magazines & Newspapers	InfoTrac One File	Gale
Magazines & Newspapers	Magazines/Reference	Gale
Magazines & Newspapers	National Newspaper Index	Gale
Magazines & Newspapers	Newspapers27 Index and Full Text	Proquest Info
Magazines & Newspapers	Periodicals Index	Proquest Info
Reader's Advisory	Good Reads	CoLAPL
Reader's Advisory	Novelist	Ebsco
Sciences	Encyclopedia of Life Sciences	Nature
Sciences	Nature Weekly	Nature

**COUNTY OF LOS ANGELES ELECTRONIC DATABASE SUBSCRIPTION LIST**  
**Reference Staff Access in Community Libraries**

Subject	Title	Vendor
Art, Humanities, Literature	Art Abstracts	OCLC
Art, Humanities, Literature	Arts and Humanities Search	OCLC
Art, Humanities, Literature	Grove's Dictionary of Music and Musicians	Oxford Univ Press
Art, Humanities, Literature	Humanities Abstracts	Oxford Univ Press
Art, Humanities, Literature	Literature Resource Center (LRC)	Gale
Art, Humanities, Literature	MusicLiterature	OCLC
Art, Humanities, Literature	Scribner Writers	Gale
Art, Humanities, Literature	Twayne Authors	Gale
Biographies	Biography Resource Center (BRC)	Gale
Biographies	BiographyInd	OCLC
Biographies	Complete Marquis Who's Who	Gale
Biographies	Contemporary Authors	Gale
Biographies	Wilson Biography Plus	H.W. Wilson
Books/Libraries	Books in Print	OCLC
Books/Libraries	LibraryLit	OCLC
Books/Libraries	Title Source II	Baker & Taylor
Books/Libraries	Union Lists of Periodicals	OCLC
Books/Libraries	WorldCat (OCLC Union Catalog)	OCLC
Business	AB/Inform Global	Proquest
Business	AxiomBiz	OCLC
Business	BusDateline	OCLC

**COUNTY OF LOS ANGELES ELECTRONIC DATABASE SUBSCRIPTION LIST**  
**Reference Staff Access in Community Libraries**

Subject	Title	Vendor
Business	BusIndustry	OCLC
Business	Business & Company Resource Center	Gale
Business	BusinessOrgs	OCLC
Business	BusManagement	OCLC
Business	Consumers Index	OCLC
Business	Disclosure	OCLC
Business	EconLit	OCLC
Business	General Reference Center Gold	Gale
Business	WilsonBusiness	OCLC
Education	Dissertation Abstracts Online	OCLC
Education	EducationAbs	OCLC
Education	ERIC	OCLC
General Reference	Axiom Home (Residential Phone Directory)	OCLC
General Reference	EventLine	OCLC
General Reference	FactSearch	OCLC
General Reference	Famous First Facts	H.W. Wilson
General Reference	Gale's Ready Reference Shelf	Gale
General Reference	NetFirst	OCLC
General Reference	Papersfirst	OCLC
General Reference	Proceedings	OCLC
General Reference	World Almanac	OCLC

**COUNTY OF LOS ANGELES ELECTRONIC DATABASE SUBSCRIPTION LIST**  
**Reference Staff Access in Community Libraries**

Subject	Title	Vendor
General Reference	World Book Encyclopedia	OCLC
Government Publications	Government Publications Index (Impact/ACCESS)	auto-graphics
Government Publications	GPO	OCLC
Health/Medicine	Cumulative Index of Nursing and Allied Health	OCLC
Health/Medicine	Health & Wellness Resource Center & Alternate Health	Gale
Health/Medicine	MDX Health Digest	OCLC
Health/Medicine	MEDLINE	OCLC
Health/Medicine	PsycFIRST	OCLC
Law	LegalPeriodical	OCLC
Magazines & Newspapers	ArticleFirst	OCLC
Magazines & Newspapers	California Northern Newspapers	Proquest
Magazines & Newspapers	California Southern Newspapers	Proquest
Magazines & Newspapers	ContentsFirst	OCLC
Magazines & Newspapers	ECO (1995 - current)	OCLC
Magazines & Newspapers	Informe! (Spanish Language)	Gale
Magazines & Newspapers	InfoTrac One File	Gale
Magazines & Newspapers	Los Angeles Times (1985 - current)	OCLC
Magazines & Newspapers	National Newspaper Index	Gale
Magazines & Newspapers	Newspaper Abstracts	OCLC
Magazines & Newspapers	Newspapers27 Index and Full Text	Proquest
Magazines & Newspapers	PA Abstract Research II	Proquest

**COUNTY OF LOS ANGELES ELECTRONIC DATABASE SUBSCRIPTION LIST**  
**Reference Staff Access in Community Libraries**

Subject	Title	Vendor
Magazines & Newspapers	Periodical Abstracts	OCLC
Magazines & Newspapers	Reader's Guide Abstracts	OCLC
Magazines & Newspapers	Wilson's Select Full Text	OCLC
Reader's Advisory	Novelist	Ebsco
Science/Technology	AGRICOLA	OCLC
Science/Technology	Applied Science & Technology Plus (ASTP)	OCLC
Science/Technology	BasicBIOSIS	OCLC
Science/Technology	BioAgIndex	OCLC
Science/Technology	BioDigest	OCLC
Science/Technology	Encyclopedia of Life Sciences	Nature
Science/Technology	GenSciAbs	OCLC
Science/Technology	GEOBASE	OCLC
Science/Technology	InternetPCAbs	OCLC
Social Sciences	Contemporary Women's Issues	OCLC
Social Sciences	PAIS International	OCLC
Social Sciences	SIRS Researcher	OCLC
Social Sciences	SocialSciAbs	OCLC
Magazines & Newspapers	DataTimes	OCLC
General Reference	Britannica Student Encyclopedia	Britannica
General Reference	Encyclopedias Britannica School Edition	Britannica

**COUNTY OF LOS ANGELES ELECTRONIC DATABASE SUBSCRIPTION LIST**  
**Reference Staff Access in Community Libraries**

Subject	Title	Vendor
Kids	Britannica Elementary Encyclopedia	Britannica
Genealogy	Heritage Quest	Proquest Info
Sciences	Nature Weekly	Nature
Health/Medicine	Health & Wellness Center Academic	Gale
General Reference	General Reference Center Gold	Gale
Kids	InfoTrac Junior Edition (Middle School)	Gale
Kids	InfoTrac Kid's Edition (K-6)	Gale
Kids	Kids Infobits	Gale
General Reference	Opposing Viewpoints	Gale

**COUNTY OF LOS ANGELES ELECTRONIC DATABASE SUBSCRIPTION LIST**  
**Support Staff Access in Community Libraries**

Purpose	Title	Vendor
Collection Development/Technical Services	Booksinprint.com	R.R. Bowker
Collection Development/Technical Services	Children's Literature Comprehensive Database	Children's Literature
Collection Development/Technical Services	Ipage with BiP+	Ingram
Collection Development/Technical Services	Title Source II	Baker & Taylor
Collection Development/Technical Services	Ulrich's Serials Analysis System	R.R. Bowker